

---

**USAG Heidelberg  
Cross Functional Team  
Meeting Minutes  
7 March 2006**

Ms. Diemer opened the meeting by welcoming all the attendees. The meeting minutes and due outs from February were reviewed. Mr. Tinsley from AAFES went over energy efficient appliances sold in AAFES stores and data is available on request. Ms. Diemer reviewed the progress of distributing only energy efficient light bulbs at the self help store, which is being reviewed by housing. Ms. Ambridge asked about motion sensors being installed and energy efficient appliance distribution from housing. Another concern raised was about new convection dryers that take much longer to dry clothes, and how energy efficient they are. Mr. Vowinkel stated he would discuss the matter with Mr. Figuero from housing.

The Energy Environmental Management Program was reviewed and determined kilowatt hours would be used for the basis of reduction. The team then brainstormed to come up with tasks and persons responsible in order to reach our target of electrical reduction by 2% by the end of FY06.

**Tasks**

A) Follow up with the Housing Division on implementation of energy study suggestions. Follow up with Housing Division on procuring only energy efficient light bulbs for the self help store. Contact Information Technology (IT) to find out progress of computer shut off at night implementation, as part of Army energy policy.

Person Responsible: Katherina Diemer, EMS Coordinator

B) Research the use of motion detectors here on the Garrison, suggested placement include: latrines, hallways, and other high traffic areas. Determine procurement of motion detectors.

Person Responsible: Travis Vowinkel, Solid Waste Manager

C) Determine how many energy efficient light bulbs are being used in the hospital and research strategies for implementation of energy efficient light bulbs in the hospital.

Person Responsible: Charles Horanague, Hazardous Materials Coordinator, hospital

D) Creating and advertising energy saving ideas through AAFES, AFN, and Public Affairs Office (PAO).

Persons Responsible: All

E) Creating new checklist when closing the office at the end of the day.

Persons Responsible: Naomi Ambridge, Katherina Diemer, Travis Vowinkel

F) Determining what light bulbs AAFES stocks, T5 (energy efficient) versus T8.  
Person Responsible: Phil Tinsley, AAFES

See Appendix for Responsibility Chart

Other ideas discussed but which currently have no action include: the use of transformers, Standards for latrines including water and energy usage, research dining facility use of energy and water, these will be brought up again at a later date.

The meeting was adjourned at 2:30 with Ms. Diemer reiterating our tasks for the next CFT meeting and thanking everyone for their participation.

**Next Meeting 12 April 2006, 13:30, DPW Conference Room, BLDG 3962**

Attendees

Phil Tinsley  
Charles Horanague  
Harry Connors  
Travis Vowinkle  
Daniel Welch  
Randy Hamilton  
Naomi Ambridge  
J. Stone  
Katherina Diemer

---

Katherina E Diemer

Distribution

Cross Functional Team Members  
Mr. Bill Taylor USAG Heidelberg DPW  
Mr. Ernest Tafoya USAG Heidelberg DPW  
COL Willie Gaddis Commander USAG Heidelebrg

Person/Division Responsible	Task	Due
<b>Katherina Diemer</b> Environmental Management System Coordinator	*Follow up with Housing on energy study and procurement of energy efficient light bulbs for self help store * Contact IT for progress on computer shut-off policy	12 April 2006 – Next CFT Meeting
<b>Travis Vowinkel</b> Operations and Maintenance (O&M) Division	*Research and suggestions for procurement of motion detectors to be placed throughout the Garrison	12 April 2006
<b>Charles Horanague</b> Hospital	*Determine use of and procurement options for energy efficient light bulbs in the hospital	12 April 2006
<b>Phil Tinsley</b> AAFES	*Determine which light bulbs are stocked at AAFES, T8 or T5	12 April 2006
<b>N. Ambridge, K. Diemer, T. Vowinkel</b>	*Revising or making new shut off checklist for offices	12 April 2006
<b>ALL</b>	*Advertising energy saving ideas with AAFES, AFN, PAO	12 April 2006
<b>Operations and Maintenance (O&amp;M)</b>	*Table or comparison of energy data from FY03 and current data for FY06	12 April 2006

## APPENDIX 1